

## **12 FAM 400 POST OPERATIONS**

### **12 FAM 410 GENERAL**

*(CT:DS-198; 11-07-2013)*  
*(Office of Origin: DS/IP)*

### **12 FAM 411 PURPOSE**

*(CT:DS-122; 10-19-2006)*

The purpose of the Bureau of Diplomatic Security's (DS's) overseas security programs is to provide chiefs of mission (COMs), through post regional security officers (RSOs), with the support and guidance required to protect U.S. Government personnel on official duty and official facilities at diplomatic and consular posts abroad.

### **12 FAM 412 AUTHORITIES**

*(CT:DS-122; 10-19-2006)*

Authorities include:

- (1) The Omnibus Diplomatic Security and Antiterrorism Act of 1986 (Public Law 99-399; 22 U.S.C. 4801, et seq.), as amended.
- (2) Section 207 of the Foreign Service Act of 1980 (22 U.S.C. 3927).
- (3) The President's letter to all ambassadors and principal officers of U.S. diplomatic missions (see 1 FAM 013.2).

### **12 FAM 413 ASSISTANT DIRECTOR FOR INTERNATIONAL PROGRAMS**

*(CT:DS-198; 11-07-2013)*

The Deputy Assistant Secretary and Assistant Director for International Programs (DS/IP) coordinates DS's overseas security programs and reports to the Director of the Diplomatic Security Service (DS/DSS) (see [1 FAM 260](#)).

## 12 FAM 414 POST SECURITY PROGRAM REVIEW (PSPR)

### 12 FAM 414.1 Purpose

*(CT:DS-198; 11-07-2013)*

A Post Security Program Review (PSPR) is an essential component of DS management oversight of regional security offices at all U.S. missions. The purpose of the PSPR is to ensure that posts competently manage life safety, emergency preparedness, and information security programs with full mission support and participation, adequate personnel, sufficient resources, and appropriate management controls.

### 12 FAM 414.2 Scheduling Post Security Program Reviews

*(CT:DS-198; 11-07-2013)*

The Office of Regional Directors (DS/IP/RD) prioritizes PSPR scheduling at all diplomatic posts based on local security environments, or when a specific need arises, such as determining DS support requirements following a crisis. The frequency of PSPRs is determined by one or more factors:

- (1) Cumulative ratings in the four Security Environment Threat List (SETL) categories: transnational terrorism, indigenous terrorism, political violence, and crime (see 12 FAH-6 H-012, Threat Categories and Levels). DS/IP/RD:
  - (a) Must conduct a PSPR annually for posts rated CRITICAL in two or more of the four SETL categories named in item (1) above;
  - (b) Must conduct a PSPR once every two years for posts rated either CRITICAL in one or HIGH in three of the four SETL categories named in item (1) above; and
  - (c) Should conduct a PSPR at least once every three years for posts not covered in (1)(a) or (1)(b) above.
- (2) DS/IP/RD may also conduct a PSPR at any post following a specific crisis, such as an attack against a diplomatic mission, a prolonged or significant threat, a natural disaster, or an authorized/ordered departure. The PSPR is a tool used to ensure that appropriate security resources, staffing, and support are available both from post management and Washington headquarters.
- (3) DS/IP/RD should conduct a PSPR at posts at least 90 days in advance of a scheduled Office of Inspector General (OIG) inspection or audit if the regional director assesses the RSO may benefit from the review.

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- (4) RSOs or post management may request PSPRs for the benefit of their post security program. DS/IP/RD will consider these requests and accommodate them on a case-by-case basis.

## **12 FAM 414.3 PSPR Compliance Rating and Security Policy and Procedure Checklist Forms**

*(CT:DS-198; 11-07-2013)*

- a. The DS/IP/RD program review officer must use the PSPR Compliance Rating Form to evaluate the level of compliance and effectiveness of post's security programs. The form uses a matrix-based format to assign a value to each of the criteria. A final overall score and percentage of compliance for the security program is calculated from the values on this form.
- b. The rating form is designed to quickly identify the most important life safety, emergency preparedness, and information security programs in an RSO's portfolio.
- c. The form also highlights the importance of managing people, both within the regional security office and throughout the diplomatic mission. The goal for the RSO is to show active and involved leadership, strong interpersonal skills, and sound management practices. Examples of these traits include mentoring staff, promoting teamwork, collaborative decision making, and building supportive relationships with other offices and agencies throughout the post.
- d. Regional directors should have copies available to share with a newly assigned deputy chief of mission (DCM) or other embassy personnel who request consultations with DS/IP/RD prior to departure from Washington.
- e. DS should share recent PSPR closing reports with the OIG prior to their deployment to conduct post inspections or audits.
- f. The Security Policy and Procedure Checklist (SPPC) form is a two- part companion document that prioritizes the various security programs for evaluation upon the RSO's arrival at the post. In-bound RSOs must complete the checklists (Parts A and B) within 90 days of arriving at the post, and update the document within 30 days of an OIG inspection and within 90 days of departing the post. The RSO uses the SPPC as a security program briefing outline during his/her transitions at posts.
- g. Regional directors should use the PSPR Compliance Rating Form and SPPC as learning tools at RSO basic and in-service training by distributing and discussing them during DS/IP/RD presentations.

## **12 FAM 414.4 Joint Post Security Program Reviews**

*(CT:DS-198; 11-07-2013)*

The DS/IP/RD program review officer should coordinate PSPRs with the Office of Overseas Protective Operations (DS/IP/OPO) and other DS offices. Greater DS participation in the PSPR process can provide an in-depth review of security programs and provide Washington-based participants with a better knowledge of post-specific issues. Other DS offices may include the Office of Security Technology (DS/C/ST), the Office of Intelligence and Threat Analysis (DS/TIA/ITA), the Overseas Security Advisory Council (DS/TIA/OSAC), the Counterintelligence Division (DS/ICI/CI), and the Project Coordination Branch (DS/PSD/PCB).

## **12 FAM 414.5 PSPR Preparation**

*(CT:DS-198; 11-07-2013)*

- a. Prior to traveling to the post scheduled for review, the DS/IP/RD program review officer must conduct a desk audit by reviewing the RSO Security Management Console, Crisis and Emergency Planning Application (CEPA), Security Incident Management Analysis System (SIMAS), OIG reports, and embassy telegram traffic. The DS/IP/RD program review officer must meet and/or coordinate with the OIG, the regional bureau's desk officer, Executive Office post management officer (PMO), and the Bureau of Overseas Buildings Operations (OBO) area manager to review post issues that may impact the security program.
- b. The program review officer must coordinate with the requisite DS offices to identify any areas of concern. DS/IP/RD invites any DS office with significant concerns to join the program review team or request the team leader to follow up on specific issues.
- c. At least 30 days prior to the scheduled visit to the post, the program review officer must forward a detailed letter of instruction to the RSO requesting SPPC update/completion and return to DS/IP/RD at least 10 days prior to the commencement of the PSPR. The SPPC is a reference tool for the RSO to identify security program requirements referenced in the 3 FAM, 12 FAM, and 12 FAH (e.g., 3 FAM 7220, 12 FAM 440, 12 FAH-6 H-310, and 12 FAH-1 H-750) and is not scored (unlike the PSPR Compliance Rating Form).

## **12 FAM 414.6 PSPR Completion**

*(CT:DS-198; 11-07-2013)*

- a. At the conclusion of the PSPR, the DS/IP/RD program review officer meets with the RSO to discuss the PSPR Compliance Rating Form and review areas of partial compliance or non-compliance and best practices. The DS/IP/RD program review officer must leave a copy of the written draft closing report and

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a copy of the scored Compliance Rating Form with the RSO Office and Front Office. The DS/IP/RD program review officer should schedule an out-briefing with the RSO and either the DCM or ambassador to discuss any significant findings.

- b. The DS/IP/RD program review officer must forward finalized closing reports and completed Compliance Rating Forms to the Deputy Assistant Director, DS/IP, and Resource Staff (DS/IP/RS) within 10 working days of returning to DS Headquarters upon completion of the PSPR.
- c. Within 30 days of receiving the PSPR closing report draft, RSOs must provide a memorandum that addresses the corrective actions for all partial and/or non-compliance items, focusing first on life safety issues. The RSO must address the memorandum to the Deputy Assistant Director, DS/IP, and clear through the appropriate regional director, who is responsible for a course of action to secure RSO resources in PSPR areas rated as partially compliant or non-compliant due to insufficient funding, personnel, or assets.

## **12 FAM 415 THROUGH 419 UNASSIGNED**